

Company e-Filing Form DIR-3 KYC web

Any DIN holder who has already submitted eForm DIR-3 KYC in any of the previous financial years and who does not require update in any of his KYC details as submitted, may perform his annual KYC by accessing DIR-3 KYC web service.

The objective of Company e-Filing Form DIR-3 KYC web:
To verify existing details of DIN without any update of information.

Laws Governing the Company Form DIR-3 KYC web:

The Company Form DIR-3 KYC is Pursuant to Rule 12A of the Companies (Appointment and Qualification of Directors) Rules, 2014.

- The e-Filing Form DIR-3 KYC simplifies the process for verification of Director's KYC details.
- DIR-3 KYC is only a medium of verification of existing details and no update of information is possible through this service.
- Any DIN holder who has already submitted DIR-3 KYC eForm in any of the previous financial years and who does not require update in any of his KYC details as submitted, may perform his annual KYC by accessing DIR-3 KYC web service.
- No fee is payable up to the due date of each financial year. After the due date, a fee of Rs.5000 shall be payable.

Steps to access DIR-3 KYC web

1. Go to the MCA Services menu of the menu navigation bar
2. Go to Company e-Filing
3. Go to DIN Related Filings
4. Go to Form DIR-3 KYC Web – Verify Director's KYC Details

Login to access Company Form DIR-3 KYC web

- The top navigation bar contains a Sign In/Sign Up tab for user's registration and login to the website.
- Once a user logs in to the MCA website, they can access MCA services such as uploading E-Forms, make payments, and annual E-Filing using My Workspace.

e-Filing Form DIR-3 KYC web

- Enter User Verification DIN of Director, Personal Mobile Number, Verify OTP Mobile Number, Personal email ID and Verify OTP for email ID.
- Click on Next to proceed.
- Enter Director's Name, Father's Name, Citizen of India, Nationality, Resident of India, Date of Birth, Gender, Income Tax PAN, Aadhaar Number, Voter's Identity Card Number, Passport Number, Driving License Number, Permanent Residential Address, Present Residential Address.
- Check box to Confirmation.
- Click on Proceed button.
- Review all details displayed are correct and up to date.
- Click on Submit button to proceed.
- DIR-3 KYC Web form is submitted against SRN.

- Click on OK to proceed.
- After submitting the form, the user will get automatically download of Form DIR-3 KYC Web PDF document into the system
- Click on Proceed to Payment button.
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Payment

- Click on Make Payment button.
- User may download the receipt in PDF format.